

DCARC Defense Cost & Resource Center

EVM Central Repository Submitter Guide



7/26/2014



Submitter Training

OSD

- The following document provides step-by-step screenshots to illustrate the major actions performed by Submitters in the EVM-CR system:
 - Obtaining an ECA Client Certificate
 - Requesting a DCARC Portal account
 - Uploading Documents



ECA Certificate

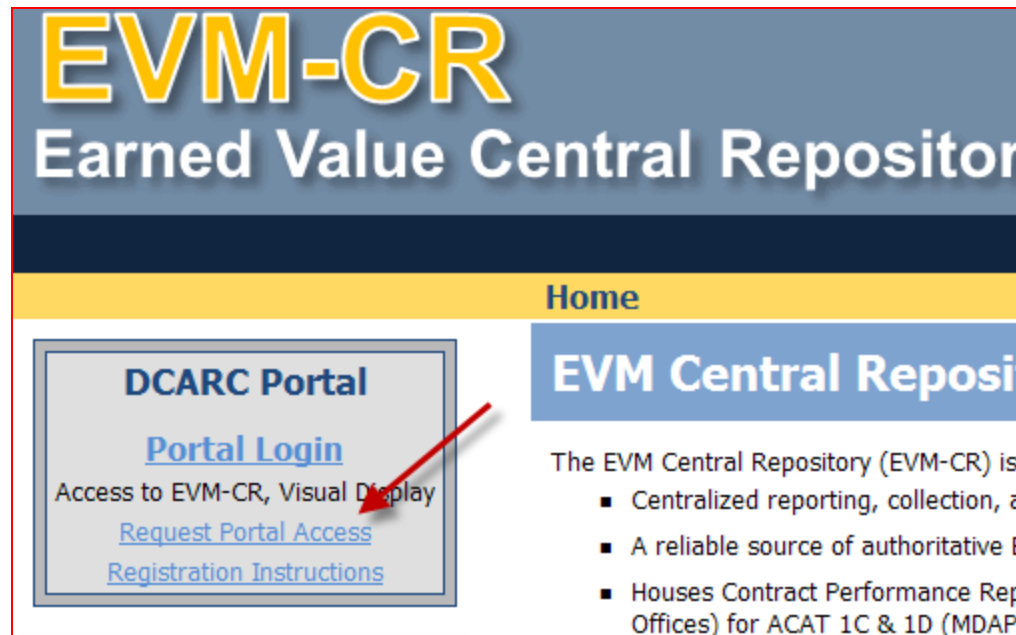
OSD

- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.
- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors please visit the ECA PKI Program Website at <http://iase.disa.mil/pki/eca/index.html>

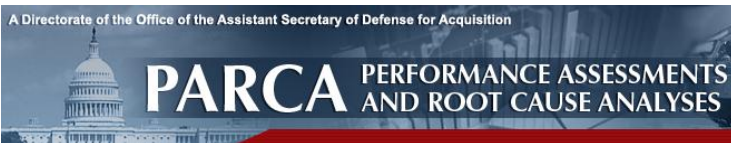
Requesting an Account

OSD

- Please choose the request access link as shown below
<http://dcarc.cape.osd.mil/EVM/EVMOverview.aspx>



- Please contact us at DCARCSupport@Tecolote.com if you already have a DCARC Portal account and require the EVM Submitter role added to your user profile.



Accessing the EVM Website

OSD

- Once your access is approved. Log in to the DCARC Portal and click the EVM Website link as shown here to access the EVM Central Repository.

The screenshot shows the 'Knowledge Portal' for DCARC (Department of Defense Central Acquisition Reporting Center). The header includes the Department of Defense seal and the text 'Knowledge Portal' and 'DCARC CAPE'. Below the header is a navigation bar with 'PORTAL HOME', 'MY ACCOUNT', and 'CONTACT US'. The main content area is titled 'Knowledge Portal Home' and contains three sections: 'EVM Applications', 'Account Actions', and a 'Dashboard' on the right. In the 'EVM Applications' section, there is a link labeled 'EVM' with a blue icon and a star, which is highlighted by a red arrow. The 'Account Actions' section lists several links: 'Change your password', 'Update your profile', 'Request application roles', 'EVM-CR New Contract Form', and 'Transfer file(s) to the DCARC Help Desk'. The 'Dashboard' section on the right shows 'EVM: Reporting Re' and 'EVM: Unfinished S'. At the bottom of the page, a red banner states 'This system handles UNCLASSIFIED cost data'.



UPLOAD HOME: Current Requirements

OSD

- The screen shot below represents what you will see when going to UPLOAD HOME. Submissions in Submitting Status will be displayed at the top of the page. The ability to start a new submission will be displayed under this as shown below.

Upload Home

(*** EVM Data Only, No CSDR Data ***)

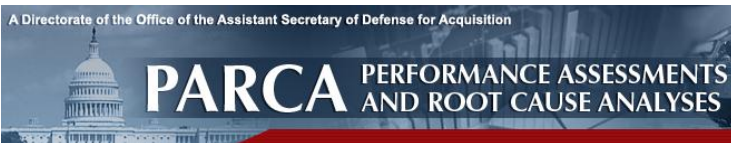
[Submit](#)
[Task Submission Status](#)
[Assigned Contracts](#)
[Submission History](#)

Continue Existing Submissions

Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
Example	N0000-00-N-0000	test 2	24011	2014	6	IPMR Cost, Formatted Cost	Not set	Continue	Cancel

Start New Submission on Task

Program	Contract	Task	Cost (CPR)	CFSR	Schedule (IMS)	Format 7	History
Example	N0000-00-N-0000	test 2	Start Submission	Start Submission	Start Submission	Start Submission	Start Submission



UPLOAD HOME: Continue Existing Submissions

OSD

- Here you will find submissions which require action on your part. These are either submissions that have been started but not yet submitted or submissions that the Lead Reviewer in the government program office has returned to you for edit. Click Continue or Cancel as appropriate to deal with these submissions.

Upload Home

(*** EVM Data Only, No CSDR Data ***)

[Submit](#)[Task Submission Status](#)[Assigned Contracts](#)[Submission History](#)

Click Continue or
Cancel to interact with
submissions in
progress.

Continue Existing Submissions

Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
Example	N0000-00-N-0000	test 2	24011	2014	6	IPMR Cost, Formatted Cost	Not set	Continue	Cancel



UPLOAD HOME: Starting a New Submission

OSD

Start New Submission on Task

Program	Contract	Task	Cost (CPR)	CFSR	Schedule (IMS)	Format 7	History
Example	N0000-00-N-0000	test 2	Start Submission	Start Submission	Start Submission	Start Submission	Start Submission

The above image shows the assigned contract tasks. To start a submission for any report type, simply click the Start Submission link under the report type on the row for the contract/task you wish to submit against.

If you have no current requirements and have a delivery to make, please contact DCARC SUPPORT at DCARCSupport@Tecolote.com.



UPLOAD HOME: Task Submission Status

OSD

- The task Submission Status tab will show you the status of all your submittals as shown below.
- Each of the squares is a link to start a new submission. The image below shows where to click to begin an IPMR Cost submission for the corresponding contract/task.

Upload Home

(*** EVM Data Only, No CSDR Data ***)

[Submit](#) [Task Submission Status](#) [Assigned Contracts](#) [Submission History](#)

Contract Task Submission Status

Program: Contract Number: [Filter Tasks](#) [Clear Filter](#)

Legend

On Time Scores *	Compliance Scores **
Submitted on Time	Processed
Submitted Late	Not Required
Rejected - not re-submitted	Missing
Submission in Submitting	No Data
Expected this Period ***	
Missing	
Not Required this period	
Not required on this task	
No Data	

* Applies to all On-Time scores, IPMR Cost, Formatted Cost, IPMR Schedule, Native Schedule, CFSR, and History
 ** Applies to all EDI Compliance Scores, IPMR Cost, IPMR Schedule
 *** Submission is Due this period, and has yet to be started by the submitter.

Click here to start a new IPMR Cost submission for the corresponding task.

[Previous Month](#)
[Current Month](#)
[Next Month](#)

Program	Contract	Contract Task	Mar 2014					Apr 2014					May 2014					Jun 2014					Latest History File	
			IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	IPMR Schedule on Time	IPMR Schedule Compliance	Native Schedule on Time	CFSR on Time	IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	IPMR Schedule on Time	IPMR Schedule Compliance	Native Schedule on Time	CFSR on Time	IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	IPMR Schedule on Time	IPMR Schedule Compliance	Native Schedule on Time		CFSR on Time
Example	N0000-00-N-0000	Task 1																						2/23/2014
Example	N0000-00-N-0000	test 2																						2/23/2014



UPLOAD HOME: Assigned Contracts

OSD

Upload Home

(*** EVM Data Only, No CSDR Data ***)

Submit

Task Submission Status

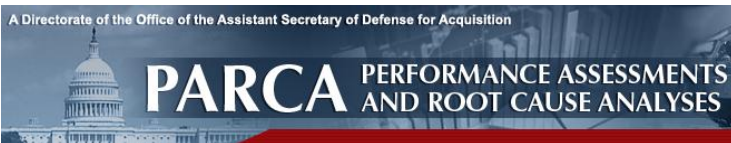
Assigned Contracts

Submission History

Currently Assigned Contracts [Click to access contract detail](#)

<u>Prime Contract Number</u>	<u>Contract Task</u>	<u>Program Name</u>	<u>Program Manager</u>	<u>Contractor</u>	<u>Contractor Division</u>
N0000-00-N-0000	Multiple (2)	Example	Unknown	Prime: DCARC Corporation Sub:	Prime: N/A Sub:

- The Assigned Contracts tab under UPLOAD HOME provides a listing of all contracts assigned to you.
- If you are missing a contract assignment, please contact your government program office Lead Reviewer.
- If you do not know who that is, please contact the Help Desk at DCARCSupport@Tecolote.com.



UPLOAD HOME: Submission History

OSD

- The Submission History tab will list all submissions for your assigned contracts and the status of each.

Upload Home

(*** EVM Data Only, No CSDR Data ***)

Submit

Task Submission Status

Assigned Contracts

Submission History

Search Submission History

Submission ID:

Contract Number:

Report Category:

Submission Status:

Program:

Report Date After:

Report Date Before:

Search Submissions

Reset Filters

[Hide Search History Criteria](#)

1 2 3 4 5 6 7 8

Submission ID	Report Category(s)	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
24011	IPMR Cost, Formatted Cost			N0000-00-N-0000	Example	7/26/2014	Mr. Submitter	Submitting
23845	IPMR Schedule	10/22/2013	6/24/2014	N0000-00-N-0000	Example	7/5/2014	System	Published
23823	IPMR Cost	5/2/2014	6/4/2014	N0000-00-N-0000	Example	6/4/2014	Burt LeClercq	Published
23694	History	2/23/2014	4/4/2014	N0000-00-N-0000	Example	4/28/2014	System	Published



Uploading a Submission

OSD

- From the Upload Home tab, click the Submit tab.
- Click the underlined Start Submission link as shown here for the corresponding contract/task.

Upload Home

(*** EVM Data Only, No CSDR Data ***)

Submit

Task Submission Status

Assigned Contracts

Submission History

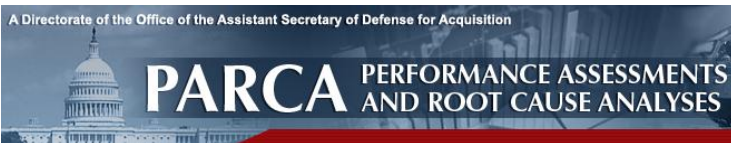
Continue Existing Submissions

Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
			14842	2011	6	IPMR Cost, Formatted Cost	6/26/2011	Continue	Cancel
			19873	2012	6	CFSR	6/24/2012	Continue	Cancel
			23040	2009	1	IPMR Cost	Not set	Continue	Cancel
			23042	2009	1	IPMR Cost	Not set	Continue	Cancel

Start New Submission on Task

Program	Contract	Task	Cost (CPR)	CFSR	Schedule (IMS)	History
			Start Submission	Start Submission	Start Submission	Start Submission
			Start Submission	Start Submission	Start Submission	Start Submission

Click here to start a CPR/IPMR Cost submission for the corresponding Contract/Task



Uploading a Submission

OSD

- Once you have selected the submission you intend to upload you will see the UPLOAD SUBMISSION page.
- Click Browse to search for your file and select a file type.
- Click Upload to upload your file.

[Back](#) | [Cancel Submission](#)

Upload Submission

Program: **Example**
Contract Number / Task: **N0000-00-N-0000 / test 2**
Report: **IPMR Cost, Formatted Cost** Month, Year: **Jun, 2014** Submission ID: **24012**

Files

Unclassified Documents Only

Uploaded files may be of the following type(s):

- IPMR Cost files (839 EDI, wInsight XML, and CPR Format 1-4 UN/CEFACT XML) - At least 1 file is required before submit.
- Formatted Cost reports (CPR formats 1-5)

Select a file to Upload

Caution: The total size of each file must be less than 300 mb.

[one file selected] [Choose a file](#)

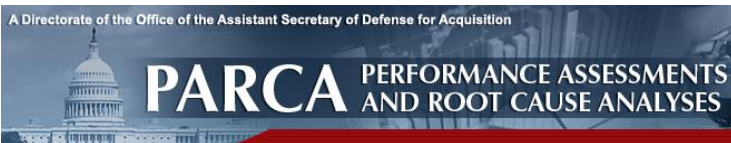
5.35MB

[Upload](#)

Please select the level of the file ☐ Component ☒ Total

File Comments:

Uploaded Files
There are no files uploaded for this submission.



UPLOADING: XML/TRN File

OSD

- When uploading an XML file that contains data for a past time period, you will see a screen like the one shown below.
- Please verify this is the file you intended to provide by clicking CONTINUE.
- If this is not the file you intended to provide click BACK.

[Back](#) | [Cancel Submission](#)

Upload Submission

Program: **Example**
Contract Number / Task: **N0000-00-N-0000 / test 2**
Report: **IPMR Cost, Formatted Cost** Month, Year: **Jun, 2014** Submission ID: **24012**

Files

Submission Period:
The uploaded file contains the data periods indicated below.

Report Period	Year	Month	CPR Report Date
Nov 2011	2011	11	11/27/2011

If this is the file you intended to provide, please click [CONTINUE](#)
If this is not the file you intended to provide, please click [BACK](#)



UPLOADING: XML/TRN File

OSD

Back Cancel Submission

Upload Submission

Program: Patriot PAC-3 - Patriot Advanced Capability 3
Contract Number / Task: W31P4Q-07-G-0001 / SRM Obsolescence-0017
Report: IPMR Cost, Formatted Cost Month, Year: Aug, 2013 Submission ID: 23705

Files CPR Data Review & Submit

Processed File

Submission Options

Please review the processing results below and choose one of the 3 options before continuing.

☒ Accept and upload another file
☐ Accept and continue
☐ Delete and upload a different file
☐ Continue

Choose an option and click continue

File Details

File Name	File Type	File Level
Test.xml	IPMR Cost	Total

Current Period Information

Current Period

Report From: 10/1/2010 To: 8/25/2013

Report Information

Program Name	Phase	Contract Number	Contract Type
Patriot PAC-3 - Patriot Advanced Capability 3	Phase	W31P4Q-07-G-0001	Obsolescence

Contractor	Maximum WBS Level	CPR ID	Final CPR
Boeing	3	173110	Yes

CPR Header Dollars in: Thousands

Quantity	Share Above	Share Below	Original NCC	NCC
	50	75		

CBB	TAB	AUW	Contract Ceiling	Estimated Ceiling

Best Case EAC	Worst Case EAC	Most Likely EAC	Target Price	Estimated Price

Variances

At Complete	Cumulative Schedule	Cumulative Cost	Total Schedule	Total Cost

CPR Dates

Contract Start	Contract Definition	Planned Completion	Contract Completion	Estimated Completion
10/1/2010	8/16/2011	4/30/2016	4/30/2016	4/30/2017

Performance Measurement Baseline (PMB)

MR	BAC	EAC	BCWS	BCWP	ACWP	CPI	SPI

Over Target Baseline (OTB)

OTB Date	BAC Adjustment	SV Adjustment	CV Adjustment	MR Adjustment

Calculated Fields

DAMIR Validation Failures

Any failures listed below may prevent this data from being sent to the DAMIR system.

- Contract Ceiling price must be greater than or equal to TargetPrice
- Estimated Contract Ceiling must be greater than or equal to Estimated Price

Data Validation Warnings

Further warnings detected within the data.

- 1 out of 27 WBS element leaf nodes report Cumulative BCWS less than 0
- 1 out of 27 WBS element leaf nodes report Cumulative BCWP less than 0
- 1 out of 27 WBS element leaf nodes report Cumulative ACWP less than 0

Navigate File Periods

View Report To Final CPR

Report Links

Data Quality Validation

- When you upload an XML or TRN file you will be brought to a screen that shows you the data extract from the file as shown here.
- Validation errors/warnings will be displayed in red.
- Please select the appropriate option and click Continue.
- Click to see Data Validation Report. (Image on following slide)



UPLOADING: XML/TRN File

OSD

Data Quality Validation Report

- This report will display all data checks that are run and whether or not the uploaded file has passed these checks.
- The report can be downloaded to Excel by clicking the Download Report button.

Submission Data Quality Validation Reports

CPR Information

Program Name: DeathStar Report To Date: 5/24/2014
 Contract Number: N0000-00-N-0000 CPR Id: 174094
 Contract Task Name: Awesome Weapon Development(Test)

[Download Report](#)

Data Validation Report

Description	Source	Passed	Failed
Share Above (Contractor Share) between 0 and 100	DAMIR	X	
Share Below (Contractor Share) between 0 and 100	DAMIR	X	
Report Period From is required	DAMIR	X	
Report Period From must be on or before Report Period To	DAMIR	X	
Completion Date must be on or After Start Date	DAMIR	X	
Estimated Completion Date Must be on or After Start Date	DAMIR	X	
Planned (Budget) Completion Date must be on or after Start Date	DAMIR	X	
OTB Date must be on or before Report Period To (or report created date)	DAMIR	X	
Management Reserve must be greater than or equal to 0	DAMIR	X	
Quantity must be greater than or equal to 0	DAMIR	X	
PMB BAC must be less than or equal to TAB	DAMIR	X	
Contract Ceiling price must be greater than or equal to Target Price	DAMIR	X	
Estimated Contract Ceiling must be greater than or equal to Estimated Price	DAMIR	X	
Target Price must be greater than or equal to NCC	DAMIR	X	
Best Case EAC must be less than or equal to Most Likely EAC	DAMIR	X	
Worst Case EAC must be greater than or equal to Most Likely EAC	DAMIR	X	
Best Case EAC must be less than or equal to Worst Case EAC	DAMIR	X	
PMB Cumulative BCWS must be less than or equal to PMB BAC	DAMIR		X
PMB Cumulative BCWS must be less than or equal to TAB	DAMIR	X	
PMB Cumulative BCWP must be less than or equal to BAC	DAMIR		X
PMB Cumulative BCWP must be less than or equal to TAB	DAMIR	X	
Authorized Unpriced Work must equal CBB - NCC	DAMIR	X	
Management Reserve must equal TAB - PMB BAC	DAMIR		X
PMB Cumulative BCWS must be greater than or equal to 0	DAMIR	X	
PMB Cumulative BCWP must be greater than or equal to 0	DAMIR	X	
PMB Cumulative ACWP must be greater than or equal to 0	DAMIR	X	
PMB BAC must be greater than or equal to 0	DAMIR		X



UPLOADING: Review & Submit

OSD

[Back](#) | [Cancel Submission](#)

Upload Submission

Program: **Example**
 Contract Number / Task: **N0000-00-N-0000 / test 2**
 Report: **IPMR Cost** Month, Year: **Nov, 2011** Submission ID: **24012**

[Files](#)
[CPR Data](#)
[Review & Submit](#)

Submission Information

Cntr #: N0000-00-N-0000 Ctr: DCARC Corporation Division: N/A Location: Cage Code:	Sub Cntr #: Sub Ctr: Division: Location: Cage Code:	Program Program Name: Example PNO: Program Mgr: Unknown Service: DOD Mil Handbook: ELECTRONIC/AUTOMATED SOFTWARE Weapon Sys: OTHER
--	--	---

Contract Tasks: Task 1, test 2

Contract Type: Unknown
Start Date:
End Date:
Stops Contract Reporting?: No
EDI Required On Contract?: No

Submission Details
 Report Date: 11/27/2011
 Is Draft: ☐
 Comment:
 (Max 256 chr.)

Point of Contact Information
 Name: Mr. Submitter
 Phone: 555-1212
 Fax:
 Email: Submitter@ctr.com
[Update Contract Task POC](#)
 The Point of Contact Information has been updated.

Report Date is the ending date of the data in the report. It is important that this date is accurate so that you receive proper credit for reports delivered.

When submitting XML and TRN files, this date will populate based on the report date contained in the file.

Uploaded Files

File Name	File Type	File Level	First Period	Latest Period	Final CPR
CPR FORMATS CLIN 1000 NOV 2011 XML.zip	IPMR Cost	Total	11/27/2011	11/27/2011	173804

[Save Submission](#)

[Submit](#)

Click Submit once you have verified all information is accurate.

Submission Confirmation

OSD

Once you press the Submit button all Reviewers and Submitters assigned to the contract will receive an automated email message alerting them to the submission.

If you have any questions please contact
DCARC Support
DCARCSupport@Tecolote.com



Resubmit

OSD

- If you find an error with your submission and need to resubmit, you have two options. The Lead Reviewer in the government program office will need to be contacted.
 - If the submission is still in the Pending status, they can Reject it which will allow you to create a brand new submission. Or they can return it to the Submitting status. This will allow you to access the initial submission and add or remove files as appropriate.
 - If the submission has already been Published the Lead Reviewer will need to contact the DCARC Portal Site Administrator at DCARCSupport@Tecolote.com and request that we change the status.